





# 2022 Reimbursement Guidance

## Claims and UCRs

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**Zach Pauley and Chanin Consoer**

**Office of Spill Response and Remediation**

**September 2022**

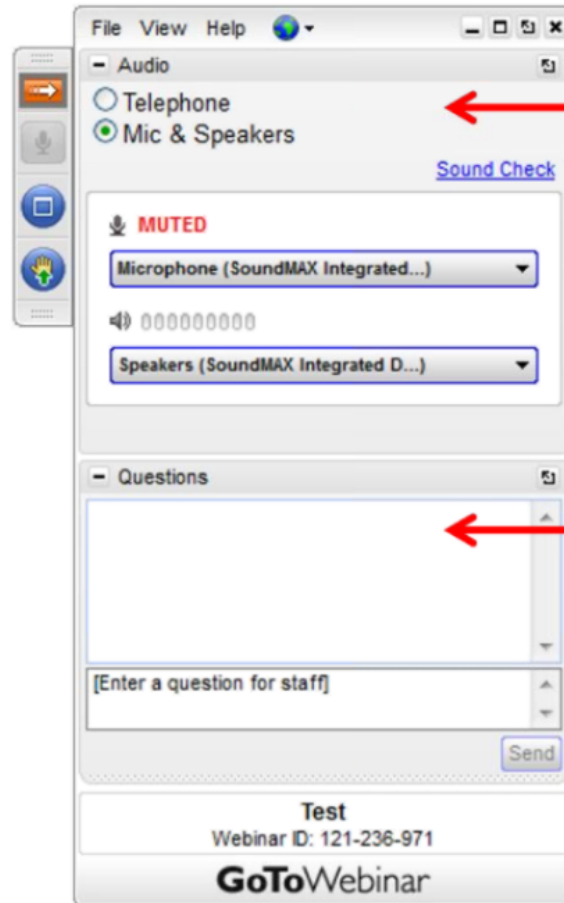
# Learning Objectives

- Fund Status Update
- New 2022 UCR



# Logistics: GoTo Webinar

Minimize the  
control panel



Choose how to listen  
to this webinar

Type questions  
in this area

# Constant Contact

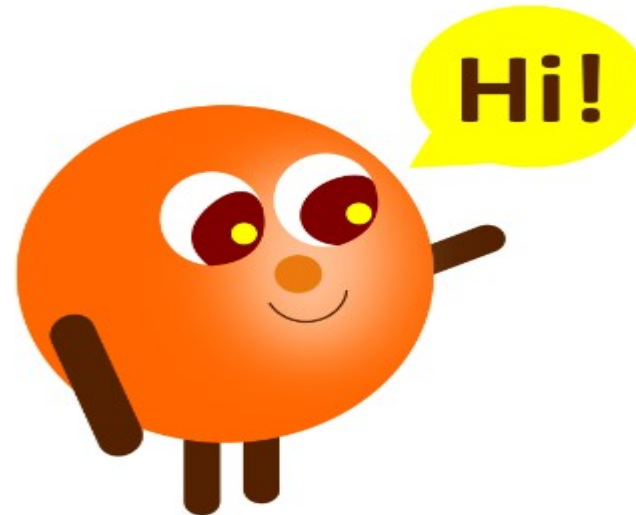
- Best way to receive updates on program
- Signup link on Petroleum Program pages
- Emails may go to “Spam” or “Updates” in your email system

## Resources

[Sign up](#) to receive emails from the Reimbursement Program

# Introduction

- DEQ Staff
- Zach Pauley
  - 804.659.1391
  - [zachary.pauley@deq.virginia.gov](mailto:zachary.pauley@deq.virginia.gov)
- Chanin Consoer
  - “Marybeth in training”
  - 804.489.6244
  - [chanin.consoer@deq.virginia.gov](mailto:chanin.consoer@deq.virginia.gov)
- Claims Processing Staff
- 804-698-4358
- [claim.decision@deq.virginia.gov](mailto:claim.decision@deq.virginia.gov)



# Fund Update

- Delayed Payment Status
  - Two claim releases per month
  - Monitoring fund balance







# New UCR Effective Date

- Effective Date **October 1, 2022**
- How do I transition my site?

# How to Transition from one UCR schedule to another

- For open sites on October 1, 2022:
  - Complete the open phase under the 2019 Guidance and templates.
  - The next phase will be in the 2022 Guidance and Templates
- New release reported on or after October 1, 2022:
  - Use the 2022 Guidance and templates

# Forms

- Those that changed or updated
  - AAF
  - AAF Cost Worksheet
  - Fuel Surcharge Worksheet
  - Lab-Soil Cost Aid
- No change
  - COV W-9
  - Form 1
  - Form 2
  - Form 3

## Forms Cont.

- Newly Available spreadsheet of items and UCRs
  - Sortable
  - Searchable
  - Excel format
- Use as source of rates for your records.
- Available on Reimbursement Page with 2022 Forms



# **Tips for Submitting AAFs**

## **Avoid these Common Errors**

- Entering the PC number in the worksheet header with a hyphen/dash – also dates & phone number
- Reusing the template too many times that causes “ghost” information in a cell
- Inaccurate phase begin date
- Cutting and pasting from another document/spreadsheet into the template.

# Tips for Submitting AAFs

## Avoid these Common Errors

- Using too many characters in cells -- database limits the number of characters in the “Scope of Work Notes” section
- Listing units instead of cost for C and X codes
- Changing the format of any row or cell
- Changing the order of the spreadsheet tabs
- Using an invalid date (02/29/2022, 11/31/2022)

Instructions	RP AAF	2022 UCRS	dropdown menu

# What's changed for claims?

- Fuel Surcharge Worksheet
  - New tab for 2022

E.	Total Gallons Consumed (J+M <b>OR</b> N):	
F.	Number Pieces of the <u>same</u> equipment:	
G.	Line E x F:	
2019 Worksheet 2022 Worksheet ⊕		



# Insurance

- Homeowner's Policy for unregulated/HOHO tanks
- Regulated Tanks: If an insurance policy is filed with Office of Financial Responsibility must be claimed against first/before VPSTF
- Questions to Chanin Consoer in OSRR for policy review



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